

OFFICE OF TRAINING

NOTICE  
NO. 17-55

1 September 1955

SUBJECT: Leave 25X1A

REFERENCE: Agency Regulation [REDACTED] dated 28 September 1954

1. Under the referenced regulation it is no longer necessary for the Director of Personnel to approve Military Leave, Advanced Annual Leave, Maternity Leave for six months or less, or Leave Without Pay for twelve months or less. Designated approving officials within the various Offices of the Agency are authorized to approve the above types of leave.

25X1A 2. Accordingly, OTR Staff and School Chiefs are hereby designated "approving officials" to exercise the authorities set forth in paragraph 2.a. of [REDACTED]. These officials may submit requests to the Executive Officer for these authorities to be redelegated to senior supervisors in their components. Approving officials must notify the Personnel Officer, OTR, in writing when such leave approval is given. The Personnel Officer, OTR, will prepare the necessary documents and notify the Office of Personnel when appropriate.

3. In the case of Military Leave the employee will leave three (3) copies of military orders with his supervisor. The employee will also prepare and have approved three copies of SF-71 "Application for Leave". One copy of each of these documents will be attached to the individual's Time and Attendance Report by the appropriate T/A Clerk and the second and third copies will be forwarded to the Personnel Section, OTR, for further distribution.

[REDACTED]

MATTHEW BAIRD  
Director of Training

25X1A

Distribution: All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.